

*U.S. Embassy - Small Grant Program Risk Assessment
Form*

Please answer all questions (if you are not an organization respond NA to the questions that are not applicable to you):

1. Have you ever received Grant money from the U.S. Government? If so, please indicate the year and amount.
2. Will the grant funds you are currently requesting be deposited in a separate account?
3. Do you have written accounting procedures?
4. Do you have an accounting system that can separately track all drawdowns and grant expenditures?
5. Do you have an inventory system in place?
6. What is your records retention policy?
7. Are there liens against your organization?
8. Do you run background checks on your employees before hiring them?
9. What kind of liability insurance does your organization have?

(cont'd on next page)

*U.S. Embassy - Small Grant Program Risk Assessment
Form*

10. When was your last external audit? Can you supply a copy if needed?

11. Has your organization ever declared bankruptcy or gone through re-organization?

Signature: _____ **Title:** _____

Name of Organization: _____

Telephone #: _____ Email: _____

Program Title: _____

Grant Amount Requested: _____

Date: _____

For Internal Use:

Over-all risk assessed: HIGH RISK MEDIUM RISK LOW RISK

Monitoring plan must take into account risk assessment.